

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

- PANTRY REVIEW MEAL SITE REVIEW SHELTER REVIEW

A. Contact Information

Site Name _____ Address – Street, City _____

Telephone Number _____ Manager Name _____

Persons Interviewed _____ Interview Date _____

B. General Information

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the site have a current signed agreement with the food bank? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is a copy on file at the site? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. How long has the site been in operation? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. How long has the site received TEFAP commodities? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. How long have you been the coordinator? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are there paid staff? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. How many volunteers are involved in your food program? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. What was the date of your most recent on-site review? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Is a copy of the review on file? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Was corrective action required? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Do you serve clients outside your area? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. What is the average number of households served per month? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. What are the hours of operation? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Are the days and hours posted outside the agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Are clients required to complete the TEFAP self-declaration form? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Are these forms kept on file for three years? |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Does the site require the client to show an ID? |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Do workers/volunteers receive commodities? |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Do workers/volunteers complete the TEFAP form? |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Are fees/donations/religious affiliation required? |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Can households be served at least once every 30 days? |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Is the pantry client choice? |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. If not, does the client choose any products? |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Is the pantry open to the general public? |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Does the pantry give all clients both TEFAP and donated products? |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Have any commodities been received that were spoiled or out of condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Have losses been reported to the food bank? |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Have there been any discrimination complaints filed against the site? |

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Was the complaint forwarded to the food bank? |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Does the site have materials for non-English speaking clients? |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Is there evidence of pest or rodent infestation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Are commodities kept 6” off the floor and stored on shelves? |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. Are commodities stored at least 4” away from the walls? |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Are toxic items (soap, bleach, etc.) stored away from commodities? |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. Are floors, pallets and shelving clean? |
| <input type="checkbox"/> | <input type="checkbox"/> | 36. Are commodity storage areas clean and odor free? |
| <input type="checkbox"/> | <input type="checkbox"/> | 37. Are commodities inspected regularly for signs of spoilage or damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | 38. Is stock rotated on a regular basis? |
| <input type="checkbox"/> | <input type="checkbox"/> | 39. Does the site repackage TEFAP commodities? |
| <input type="checkbox"/> | <input type="checkbox"/> | 40. Are dry, refrigerated and frozen items stored at proper temps? |
| <input type="checkbox"/> | <input type="checkbox"/> | 41. Is a temperature log maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | 42. Is the facility and equipment well maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | 43. “And Justice For All” poster displayed? |
| <input type="checkbox"/> | <input type="checkbox"/> | 44. Website updated with non-discrimination statement? |
| <input type="checkbox"/> | <input type="checkbox"/> | 45. Documentation of civil rights training for staff and volunteers? |
| <input type="checkbox"/> | <input type="checkbox"/> | 46. Have invoices from the food bank been signed and checked by staff? |
| <input type="checkbox"/> | <input type="checkbox"/> | 47. Procedures in place for safeguarding commodities from theft? |
| <input type="checkbox"/> | <input type="checkbox"/> | 48.. How many times per month is food picked up from the food bank? |
| <input type="checkbox"/> | <input type="checkbox"/> | 49. When did the food pantry last shop at the food bank? |
| <input type="checkbox"/> | <input type="checkbox"/> | 50. Does your agency have tax exempt status? (Please provide proof) |
| <input type="checkbox"/> | <input type="checkbox"/> | 51. If provider is a religious organization, is the written notice of beneficiary protections posted where it is visible to all recipients. |

Commodities in Inventory	Cases	Condition	Temperature

Describe referral activities to connect clients to other programs.

What other services does the site provide to clients (clothing, vouchers, gift baskets, etc.)?

Other comments
